

## Transactor Summary (4A) Record, Part I, Section B

This record is required unless there is an entry of “A” thru “E” in the reason incomplete code in Part 1B. The number of transactors (Part 1, B) on the 3A record must match the count of the number of 4A records. If there is an entry of “A” thru “E” in the reason incomplete code in Part 1B, this record is optional and either full or partial information is acceptable. This record must contain information relating to the person who conducted the transaction. Each person involved in a transaction must be positively identified. The following data elements are required in these records:

Field Position	Field Name	Length	Description and Remarks
1-2	Record Type	1	Enter '4A'.
3-9	Branch Code	7	Enter the branch number for the submitting branch.
10-14	Transaction Sequence No.	5	Enter the transaction sequence number from the associated Currency Transaction (3A) Record.
15-49	Name	35	Enter the name of the individual conducting the transaction; last name/first name/middle initial. Left justify and space fill. Follow the Name Editing Conventions shown in the attachments.
50-84	Address	35	Enter the street address of the individual who conducted this transaction. Left justify and space fill.
85-111	City	27	Enter the city of the individual who conducted this transaction. Left justify and space fill.
112-113	State	2	From the attachment, select the appropriate two character state code.
114-122	Zip Code	9	Enter zip code of individual conducting transaction.
123-124	Country	2	From the attachment, select the appropriate 2 character country code.
125-133	SSN	9	Enter the SSN of the individual conducting the transaction.

## Transactor Summary (4A) Record - (continued)

Field Position	Field Name	Length	Description and Remarks
134	Method of Identification	1	<p>Enter the appropriate code for the method by which the individual's identity was verified.</p> <p>A Drivers' License/State ID  B Passport  C Alien Registration  D Other Identification  E Disabled/Elderly who do not have the required ID  F Foreign Entity with no ID  L Law Enforcement  M Amish Customer with no ID</p> <p><b>Note: For codes "E", "F", "L" and "M" (customer with no ID), no entry required for positions 135-136, ID Issued by, and positions 137-158, ID Number.</b></p>
135-136	ID Issued by State/Country	2	From the attachments, enter the appropriate 2 character state/country code.
137-158	ID Number	22	Enter the number from the identification. <b>(If "L" in Method of ID, enter the badge number if available).</b>
159-166	Date of Birth	8	Enter the date of birth of the individual conducting this transaction. It is a numeric 8 digit field in century, year, month, day format (CCYYMMDD).
167-210	Filler	44	
211-220	User Field	10	